

# City of Boise Parks and Recreation Department

## Administrative Policy

### Idaho IceWorld Virtual Coaching Policy

**Policy Number:**

**Effective Date:** March 1, 2026

**Review Cycle:** Annually or as needed

**Responsible Division:** City of Boise Parks and Recreation – Idaho IceWorld

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## 1. POLICY STATEMENT

It is the policy of the City of Boise Parks and Recreation Department that all virtual coaching activities conducted at Idaho IceWorld (IIW) be regulated to ensure skater safety, operational consistency, and fairness to licensed coaches while maintaining compliance with governing body standards and City risk management requirements.

Virtual coaching is permitted only under specific conditions approved by Idaho IceWorld management and may be restricted or discontinued at any time based on safety, staffing, or operational needs.

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## 2. PURPOSE

The purpose of this administrative policy is to: - Establish clear requirements for virtual coaching conducted on Idaho IceWorld ice surfaces - Ensure compliance with U.S. Figure Skating SkateSafe® and SafeSport policies - Maintain equitable application of facility use fees and licensing requirements - Reduce safety risks associated with electronic instruction during on-ice sessions - Provide consistent guidance for enforcement by Idaho IceWorld staff

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## 3. AUTHORITY

This policy is issued under the authority of the City of Boise Parks and Recreation Department and Idaho IceWorld management and is consistent with: - City of Boise Parks and Recreation administrative authority - Idaho IceWorld Facility Use Licensing Agreements - Idaho IceWorld Guest Coach Licensing Agreements - U.S. Figure Skating Coaches Council Recommendations for Virtual Lessons

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## 4. DEFINITIONS

**Virtual Coaching:** Any real-time or asynchronous instruction, feedback, or coaching provided remotely through electronic communication (including video, audio, or digital platforms) to a skater while the skater is physically on the ice at Idaho IceWorld.

**Private Instruction:** One-on-one or individualized coaching, whether conducted in person or virtually, that is not part of a City-run group class or program.

**Public Session:** Any public skate, group lesson, Learn to Skate class, camp, exhibition, or special event open to the general public.

**Designated Freestyle Session:** A session scheduled and designated by Idaho IceWorld management for advanced training and private instruction.

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## 5. SCOPE

This policy applies to: - All skaters participating in virtual coaching while using Idaho IceWorld ice surfaces - All virtual coaches providing instruction to skaters at Idaho IceWorld - Parents and guardians of minor skaters - Idaho IceWorld staff responsible for supervision and enforcement

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## 6. PERMITTED SESSIONS AND RESTRICTIONS

6.1 Virtual coaching is **prohibited during all public sessions**.

6.2 Virtual coaching, if approved, is limited to **designated morning freestyle sessions only**.

6.3 All virtual coaching activities require **prior approval** from Idaho IceWorld Ice Skating Recreation Specialist.

6.4 Idaho IceWorld reserves the right to deny, restrict, or revoke virtual coaching permissions based on: - Session density or traffic levels - Staffing availability - Safety considerations - Operational or programmatic impact

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## 7. COACH ELIGIBILITY AND LICENSING REQUIREMENTS

7.1 Virtual coaching conducted at Idaho IceWorld is considered **private instruction** and is subject to the same standards as in-person lessons.

7.2 Coaches providing virtual instruction must: - Maintain current U.S. Figure Skating or USA Hockey coaching compliance, as applicable - Maintain current SafeSport certification - Maintain required liability insurance naming the City of Boise as an additional insured - Execute a valid Facility Use or Guest Coach Licensing Agreement - Comply with all Idaho IceWorld rules, policies, and staff directives

7.3 Failure to maintain required credentials or documentation may result in immediate suspension of virtual coaching privileges.

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## 8. FEES AND FACILITY USE

8.1 Idaho IceWorld coaching fees are assessed as flat fees (annual or daily) and are not calculated as a percentage of lesson revenue.

8.2 Virtual coaching is subject to the same **facility use fee structure** as in-person private instruction.

8.3 Coaches must pay either an **annual licensing fee**, or a **daily commercial facility use fee**, as applicable, for each day virtual coaching occurs.

8.4 All required fees must be paid prior to use of the ice surface.

8.5 Skaters are responsible for all applicable session and admission fees.

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## 9. MINOR ATHLETE SAFETY AND ELECTRONIC COMMUNICATIONS

9.1 Virtual coaching involving minor skaters must comply with U.S. Figure Skating SkateSafe® and Electronic Communications policies.

9.2 Virtual lessons must be conducted in an **open and transparent manner**, including a parent/guardian or another approved adult participant.

9.3 For skaters under 18, written parent or legal guardian permission and a signed indemnity waiver must be on file prior to participation in virtual coaching.

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## 10. TECHNOLOGY AND AUDIO DEVICE REQUIREMENTS

10.1 Skaters may use **only one earbud** during virtual coaching.

10.2 Headphones, headsets, and headband-style speakers are prohibited.

10.3 Clip-on Bluetooth speakers may be used only with prior approval from Idaho IceWorld management.

10.4 Placement of electronic devices must comply with Idaho IceWorld staff direction.

10.5 Audio permissions are session-dependent and may be modified or revoked at any time for safety reasons.

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## 11. MONITORING, ENFORCEMENT, AND VIOLATIONS

11.1 Idaho IceWorld staff may monitor virtual coaching activities for compliance.

11.2 Violations of this policy may result in: - Verbal or written warnings - Suspension or revocation of virtual coaching privileges - Termination of licensing agreements - Denial of future facility use

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## 12. AGREEMENT INCORPORATION

This administrative policy shall be incorporated by reference into all Idaho IceWorld Facility Use and Guest Coach Licensing Agreements for the 2025–26 season and thereafter.

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## 13. POLICY REVIEW

This policy shall be reviewed periodically and updated as necessary to reflect operational needs, safety standards, and governing body requirements.

Idaho IceWorld and the City of Boise Parks and Recreation Department retain full discretion to amend, suspend, or discontinue virtual coaching permissions at any time.

# IDAHO ICEWORLD

## VIRTUAL COACHING PROCEDURE CHECKLIST

Effective March 1, 2026

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### **STEP 1 – PRE-APPROVAL REQUIRED**

- Coach must receive prior approval before conducting virtual coaching.
- Permitted only during designated morning freestyle sessions.
- Not allowed during public sessions, group classes, or special events.

### **STEP 2 – COACH COMPLIANCE**

- Current Guest Coach Licensing Agreement on file.
- Governing body compliance & SafeSport current.
- Insurance certificate naming City of Boise as additional insured.

### **STEP 3 – PAYMENT (PRIOR TO ICE ENTRY)**

- Coaching fee (daily or annual) paid.
- Skater freestyle session fee paid.
- All fees must be paid before entering the ice.

### **STEP 4 – CHECK-IN AT SKATE COUNTER**

- Skater must notify or schedule with skate counter.
- Receive official 'Virtual Coaching in Session' sign.
- Place sign behind device during lesson.

### **STEP 5 – ON-ICE REQUIREMENTS**

- Only ONE earbud permitted.
- No headphones or headsets.
- Bluetooth speakers require approval.
- Follow all freestyle and virtual coaching rules.

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Virtual coaching is a conditional privilege and may be revoked at any time for safety or operational reasons.